



Date: November 13, 2023
To: Board of Trustees
From: Heike Wilson, Treasurer

RE: Engagement Letter with Dazzio & Associates, PC

Dazzio & Associates, PC has submitted a letter of engagement outlining the terms and objectives as well as the nature and limitation of services to be provided in connection with the 2023 audit. The fee for the 2023 audit engagement is set not to exceed \$16,000. This pricing is based on the assumption that no unexpected circumstances will be encountered during the audit that would require significant additional time. Out-of-pocket expenses are included in this not to exceed amount.

Staff recommends the Board of Trustees authorize the Town Manager to sign the Engagement Letter with Dazzio & Associates, PC for the 2023 audit.